



SUMMARY OF VACCINE DO'S AND DON'TS

DO

- ✓ **Do keep your refrigerator cold and on** at all times. Store vaccines and diluents at proper temperatures. (Refrigerator: 35-46° F / 2-8° C. Freezer: 5° F / -15° C or colder).
- ✓ **Do maintain a log of temperature checks.** Record twice daily, at the beginning of the day and end of the day.
- ✓ **Do train one person and one backup** to be responsible for vaccine maintenance.
- ✓ **Do post warning notices** “DO NOT UNPLUG” near your refrigerator at both the plug and the circuit breaker. Install a locking plug to prevent the power being disconnected.
- ✓ **Do provide a source of back-up power and/or a security/alarm system** to alert the appropriate personnel in the event of a power outage or mechanical failure.
- ✓ **Do establish an “Emergency Handling Procedure”** (a plan of action should a storage problem occur). Train all office personnel on the procedure and post the procedure on the refrigerator.
- ✓ **Do label vaccines “VFC”** and store them in the refrigerator on a separate shelf from your private stock.
- ✓ **Do store and rotate** vaccines with shorter expiration dates in front of those vaccines with longer expiration dates.
- ✓ **Do conduct monthly inventory counts** to monitor vaccine use, anticipate needs, rotate stock and remove expired vaccines.
- ✓ **Do contact the Utah VFC Program when you have viable vaccines that you don't anticipate using** within 90 days of the expiration date.
- ✓ **Do contact the Utah VFC Program with any storage/handling questions** or concerns at (801) 538-9450.

DON'T

- ✓ **Don't assume that vaccines cannot be salvaged** if you have a refrigerator failure or a delivery problem. Immediately record: (1) refrigerator and freezer temperatures, (2) vaccines in question, including lot numbers and expiration dates, and (3) the length of time the temperature was outside of the normal range. With this information documented, contact each manufacturer for instructions and notify the Utah VFC Program with the results.

Aventis-Pasteur, Inc	1-800-822-2463
Bayer	1-800-288-8371
GlaxoSmithKline (SmithKline Beecham)	1-888-825-5249
Merck & Co., Inc.	1-800-672-6372
Wyeth-Lederle	1-800-572-8221
- ✓ **Don't return viable vaccines** to the Utah VFC Program that can be transferred to another VFC provider. Contact the Utah VFC Program for assistance at (801) 538-9450.
- ✓ **Don't discard expired or spoiled VFC vaccines.** Return them to the Utah VFC Program along with a Vaccine Return Form. The program will return expired/nonviable vaccines for excise tax credit.
- ✓ **Don't store food/beverage in the refrigerator or vaccine in the refrigerator door.**
- ✓ **Don't hesitate to call the Utah VFC program for guidance** with vaccine management at (801) 538-9450.